



Series: Property Management COA: ASE 6.02
CFOP: 215.4
Procedure Name: Emergency Procedures
Procedure Number: PM-715
Revision #/Date: N/A
Effective Date: 09/30/08

Applicable to: All Staff, Visitors, Vendors at any CBCB facility

SUBJECT: Emergency Procedures

PURPOSE: To ensure the safety of all persons inside a CBCB facility in the event of a fire or other emergency requiring evacuation or lockdown of the facility.

PROCEDURE:

Evacuations (drills)

- Evacuation drills will be held, unannounced, at each facility a minimum of (2) times per year at a time when most of the staff are expected to be on-site.
- The Center Manager or Facility Manager (the Manager) or their designee will conduct the drill and is the person who will activate the alarm. The specific method of 'alarm' will vary by site, but may be a message over the intercom, air horn blast, or other method in lieu of the actual alarm.
- If the actual fire alarm is to be used, the Manager will notify the alarm company and fire department, property manager, and other building tenants (as applicable) of the test ahead of time.
- All persons in the building are required to exit during the drill, no exceptions. This will include staff, visitors, contractors, and any other persons in the building.
- Goal for evacuation time of all persons in the building is 2 minutes.
- All persons will go to the designated meeting spot for their facility and remain there until the drill is completed and the signal to return to work is given by the Manager.

Meeting Locations:

- North Drive = 750 North Drive (bldg to south of CBCB)
- North Care Center = 192 Olmstead Drive (across from bldg)
- Central Care Center = 1600 S. Fiske Blvd (opposite end of bldg)
- South Care Center = Front Bldg (closest to RJ Conlan Blvd) – outside Ste 100

- The receptionist(s), or designated staff member, at each facility will carry both the staff and visitor logs with them to the meeting site. At the meeting site a roll call, based on the sign in logs, will be done by the receptionist or the Manager to ensure everyone is accounted for and has left the building. If the receptionist is not available, the person filling their role will bring the logs and conduct the roll call.
- Total evacuation time will be noted and recorded at this point.
- The Manager/Designee, and a second person if needed, will return to the building to inspect all areas of the building (including restrooms and conference rooms) and confirm no one has remained inside.
- The Manager will then give everyone the okay to return to the building.
- A record will be kept of all fire drills completed throughout the year, including the total time for evacuation, any issues noted including any persons who did not leave, problems with the meeting place, etc.
- Any issues noted or changes needed to the evacuation plan will be discussed by the health and safety committee and the procedure updated as necessary and appropriate.
- Records of all drills will be maintained in a central location with the Business Manager or Administrative Assistant to the CFO. Copies of each should be kept at each facility.

Lockdowns

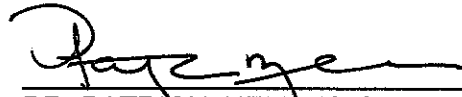
- Outside Threat – examples include a potential intruder, active shooter or threat outside or in the area of a CBCB building.
- Inside Threat – examples include an intruder, active shooter, or threat inside a CBCB building
 - A lockdown may be initiated by law enforcement personnel, the fire department, facility manager, staff or the public.
 - If a lockdown situation is initiated by one of the above persons, staff will be notified immediately by use of a designated notification system.*
 - 9-1-1 will be called
 - Protective measures will be taken as appropriate:
 - staff will check halls and rest rooms for other staff members and building visitors
 - exterior doors and windows will be closed and locked.
 - staff and visitors will move to safe areas to reduce visibility;
 - lights (including computer monitors)
 - Verify attendance (employees and site visitors); alert employees offsite to stay away from building
 - Activate notification system *

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- o Remain in position until all clear and notified by law enforcement, fire, emergency manager, or appointed CBCB designee.

* The designated notification system will be a method appropriate to each site, and may involve the use of a code word or phrase.

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer
CBC of Brevard, Inc.

APPROVAL DATE: 01/06/09

